



University of Colorado

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## Employee Services Procedural Statement Hand-drawn Checks (Off-Cycle Payments) Effective Date: Jan. 1, 2014

### **Introduction**

This Employee Services (ES) - Procedural Statement (PS) sets forth processes/procedures used in the administration of payroll and is intended to assist in defining the requirements for when an off-cycle check will be processed.

### **Terms Used in this Statement**

*Italicized terms* are defined in the [Administrative Policy Statement Dictionary](#). **Terms** specific to this ES-PS are defined here:

**Direct Deposit:** Funds that are deposited, electronically, directly into an employee's bank account(s).

### **Procedural Statement**

When errors are made in the processing of payroll, they will be corrected on the next scheduled pay date. Employee Services processes payrolls on a biweekly Monday schedule, primarily for student and temporary workers, and on a scheduled off-cycle (adjustment payroll) at the end of each month for all regular, permanent staff.

### **Exceptions**

Employee Services may issue hand-drawn checks for the following circumstance outside of the regular processing times:

1. An employee is involuntary terminated.
2. Employee settlement payments.
3. Errors that result in an employee being underpaid by 20 percent or more of their regular gross pay.
4. Errors that result in needing to pull the employee's regular pay due to the employee being overpaid by 20 percent or greater.
5. Errors on an employee's final paycheck, when an employee has voluntarily terminated (resignation or retirement).
6. Employee Services receives a properly approved hand-drawn check request from campus leadership for extreme hardships or extenuating circumstances. Each campus will determine the approval process.

When a check is to be requested, the completed paperwork must be received by Employee Services no later than noon on Tuesday for payment by direct deposit the following Friday.

University employees who have questions or need assistance with these guidelines may contact Employee Services at 303-860-4200, option 2, or by posing a question via e-mail to [employeeservices@cu.edu](mailto:employeeservices@cu.edu).